



STUDENT TEACHERS' ASSISTANT

Child Development Center

POSITION SUMMARY

The Student Teachers' Assistant is an on-campus student employment position. Work Study students are given priority for Student Teachers' Assistant roles. The Student Teachers' Assistant reports to the Director of the CDC, but may also be supervised by Lead Teachers. Student Teachers' Assistants can work from 2 to 8 hours per week. The role includes assisting the teaching staff in various support duties throughout the Center.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Some of the duties that Student Teachers' Assistants regularly perform are (though not an exhaustive list):

- Setting out toys/materials/equipment, as directed by Lead Teachers
- Preparing classroom materials, as directed by Lead Teachers
- Assisting in the preparation of snacks and meals, serving snacks and meals to the children
- Cleaning the kitchen and washing dishes after snacks and meals
- Laying out and/or putting away nap mats, nap sheets and blankets
- Sweeping floors and wiping down tables (and possibly other cleaning duties)
- Interacting with and assisting children

QUALIFICATIONS

Minimum Qualifications

- Work Study students are given priority for positions (exception: if we cannot fill shifts with Work Study students, we may accommodate non-Work Study students)
 - Must be willing to perform assigned duties and assist, as needed
 - Must dress appropriately for the role – modest, non-revealing clothing; comfortable clothing and shoes that can get wet and/or dirty.
 - Must be punctual, reliable, dependable – must consistently show up for work shifts, on time
 - Must be able to communicate appropriately and effectively with staff and children
 - Must complete Live Scan criminal record background check process and achieve clearance from the DOJ and FBI
 - Must complete a Health Screening to confirm health status and ability to perform the assigned duties
 - Must present proof of a negative Tuberculosis (TB) test (from within last year)
 - Must present proof of immunizations for: Measles, Pertussis and Influenza (from within last year)
 - Must have registered proof of vaccination for COVID-19 in the Oxy reporting system
- Preferred Qualifications
 - Previous experience working with young children is highly preferred

APPLICATION INSTRUCTIONS

Please submit an application for on-campus student employment to LDrew@oxy.edu.

ONLY ACCEPTING WORK-STUDY STUDENTS

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.